**Project Kick-Off - Cactus Club**

**Attendees:**

[Anna Grolle](https://www.linkedin.com/in/anna-grolle-cpa-cga-89912557/) - Chief Corporate Officer

[Rob Larmour](https://www.linkedin.com/in/robertlarmour/) - EVP, Information Technology

**Meeting Notes**:

* + Private version of ChatGPT and provide directions them for everyday WorkLife
  + Setup custom branded GPT for Cactus
    - Route through their APIs
      * Like API approach with credits. Their going to explore with Rob and Anna
  + Prompt Engineering Workshop
    - Marketing Comms team
    - Real Estate Team for leases and contracts

**Action Items:**

* Get Credit cost for API. Estimate on build and buckets of credits.
* Prompt Engineering Training
* Org chart -> Rebecca working on Corporate Structure (Back on Sunday)
* System diagrams
* Department Workflows
* ~~Scheduling Interviews~~

**Quick Win Areas:**